

# CITY OF MILWAUKIE

## **CLASSIFICATION: LIBRARY DIRECTOR**

Department: Library

FLSA Status: Exempt

Pay Grade: 31

Union Representation: Non-Represented

## **CLASSIFICATION SUMMARY:**

This classification is responsible for planning, organizing, managing, and directing the overall operation of the City library. Responsibilities include policy development, budgeting, research, and report writing, staff supervision, and community relations. Plans, directs, and administers all activities related to the library department.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to the library services. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Participates in the development and implementation of the library's long-range planning including departmental goals, objectives, policies, and procedures.
5. Plans and recommends long-range and immediate equipment needs; trains staff on equipment use; instructs patrons on equipment use.
6. Prepares and analyzes a variety of statistical reports for the evaluation of overall library services.
7. Represents the library before regional committees and bodies involved in providing library services with assigned departments; and represents the library on committees and before community groups and organizations including the Library Board.
8. Maintains positive public relations with customers and is responsive to customer needs.
9. Develops safe work habits and contributes to the safety of self, co-workers, and the general public.
10. Performs other duties as required.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Operations, principles and practices of library and information services, materials and activities of a public library including classification, cataloging reference and on-line resources.

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- Computerized cataloging, bibliographic and circulation and acquisition systems and associated rules.
- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- Pertinent federal, state and local laws, codes and regulations.

### **Skills and Abilities to:**

- Select, supervise, train, and evaluate the work of paid and volunteer staff.
- Supervise and motivate staff.
- Develop goals and long-range planning for department.
- Analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- Prepare and analyze comprehensive and technical reports.
- Determine the reference and information needs of the community and make appropriate purchasing and budgeting decisions.
- Effectively communicate.
- Coordinate activities and procedures with other library departments.
- Interpret and explain City and library policies and procedures.
- Assist library patrons in the effective use of complex information technology.
- Manage multiple projects often within tight timeframes.
- Establish and maintain effective working relationships.
- Work as a team member and to cultivate a team climate.
- Perform the essential functions of the job.

### **Required Education, Training and Experience**

*(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

- Master's degree in library science from an accredited college or university.
- Five years of experience including supervision, budget and responsibility for library division or department.

### **Licensing/Special Requirements:**

- Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.
- Must pass the City's background check including driving record.

### **SUPPLEMENTAL INFORMATION:**

#### **Tools and Equipment Used:**

- Computer and printer, fax machine and copy machines; Computer software including MS based word-processing and library automated systems.

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### **Supervision:**

- This position has full scope of supervisory responsibility over assigned staff.
- Operates under the general direction and supervision of the City Manager.

### **Working Conditions:**

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)*

- Work is generally performed primarily in a library/office setting.
- There is some lifting of book bags that may weigh up to 40 pounds.
- Some evening meetings and hours required.

***The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

### **Classification History:**

Adopted: 1989 (as co-director)

Revised: 6-06 as director; 8/2021 (new format)